

This committee in this task will serve two purposes (See also PRC Procedure and Policy document)

1. Review of projects submitted by SAPA members and chapters for recommendation
2. Follow up of the project submitted through gate review reports.

Outline of Review Process :

1. Committee members
2. Classification of projects
3. Process of obtaining approval
4. Review criteria
5. Announcement of approval
6. Classification of funding mechanisms
7. Required forms
8. Gate review reports
9. Final report submission

COMMITTEE MEMBERS:

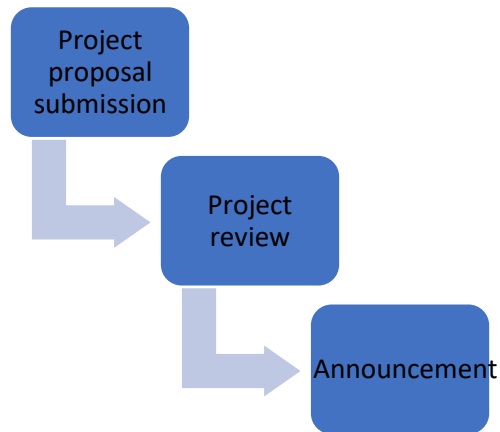
Please refer to the PRC formation procedure.

DEFINITION AND CLASSIFICATION OF PROJECTS:

Projects: Any carefully planned and designed activities to achieve a particular aim and objectives which align with SAPA's goals and mission.

1. Individually initiated projects
2. Chapter projects
3. Multichapter project
4. SAPA project
5. Partnership/collaborative projects

PROCESS OF OBTAINING APPROVAL



PROJECT CRITERIA

SAPA is committed in supporting its members and chapters. We support projects across all healthcare platforms and **encourage ambitious, measurable and sustainable projects**. The most successful projects are those in which outcomes match SAPA'S commitment and GOALS. The following criteria were developed to select project proposals, based with modifications, on conceptual models of project management and on existing tools for quality assessment of projects in global/public health and health promotion.

- Applicant must demonstrate the following in the proposal charter:
 1. Strategic relevance
 2. Alignment with SAPA's mission and goals
 3. Planning quality
 4. Organizational capacity
 5. Quality of management and follow up during implementation (when applicable)
 6. Measurable outcome
 7. Achievable with Monitoring mechanisms and evaluation
 8. Interdisciplinary
 9. Sustainability

- Scoring process:
 - Total score will determine the grade of the project (Fair, good, excellent) and hence the decision (results).
 - Anonymous scoring
 - Results:
 - i. Approve
 - ii. Approve with minor revision
 - iii. Approve with major revision
 - iv. Reject

ANNOUNCEMENT

- Project proposal submission deadline: two weeks prior to committee meeting date
- Recommendation to BOD : less than one week after review
- Announcement to candidate by BOD: One week after Project Review

CLASSIFICATION OF FUNDING AND CRITERIA FOR EACH TYPE OF FUNDING

1. Whole funding by SAPA
 - a. SAPA will fund the following
 - b. SAPA will NOT fund the following
2. Partial funding by SAPA
 - a. Percentage funding
3. Chapter funding
 - a. Nafeer
4. Recommendation for external grant submission if applicable

REQUIRED FORMS (*WHEN APPLICABLE*):

1. MOU with partners
2. Liability forms for volunteers
3. Safety and risk management

4. Chapter approval

GATE REVIEW REPORTS

1. Upon approval of the project, the applicant(s) will agree to provide a gate review report to the PRC (within three and six months of initiation of the project and a final report within one month following the full execution of the project)
2. The final report must include KPI and measured outcome of the project.